THE PULSE

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New England Deaconess Hospital Employees

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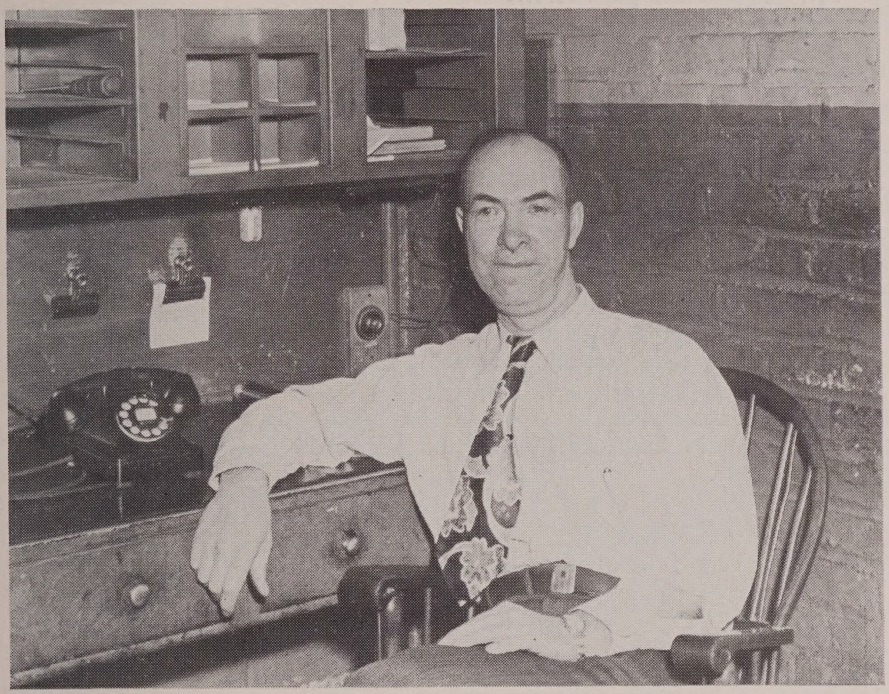

HOWARD W. LEWIS

You who have occasion to use the Medical Library on Baker VI have probably noticed the pen-and-ink sketches of the entrances to Baker and Palmer. Perhaps you haven't noticed the signature of the artist on them. It is Howard W. Lewis, our Chief Engineer. Mr. Lewis has done many sketches and paintings and some commercial art work, such as lettering layouts and scenery painting. His natural talent in art has been augmented by special training. He took a 5-year correspondence course from the New York Y. M. C. A., studied for two seasons at the Alandale Studios on Newbury Street, and took private art lessons from Charles Holmes and Edward Schmidt at Harvard for two years.

This is Howard Lewis' twenty-ninth year in our Engineering Department. He came in September of 1920 as a Fireman. Because he was anxious to advance, he took evening courses at the Hawley Engineering School on Huntington Avenue, and, upon completion of the course, was promoted to Third Engineer. In 1938, Mr. Lewis was given his present job of Chief Engineer. This means that he supervises seven men working in our power plant.

Howard Lewis was born on a farm in Virginia. When he was twelve years old, his father died and Howard and his brother ran the 50-acre farm for five years. He came to Boston in 1914 and in 1917 went overseas to France with the 5th Division of the

60th Infantry. When he returned, he came to work at the Deaconess. The Lewis family includes two daughters—ten and thirteen. Both girls are musical. Mr. and Mrs. Lewis own their own seven-room home in Brighton.

Mr. Lewis is one good reason why the Engineering Department of the hospital runs so smoothly and efficiently.

CANCER FUND DRIVE

Our contribution to the American Cancer Society this year amounted to $500.00 — received from employees and staff doctors. This money will help to advance research, to educate people about the importance of early recognition and prompt treatment of cancer, and to help support various cancer services such as our Tumor Clinic. The hospital has received several large grants from the American Cancer Society.

GRADUATION

The busy whirl of commencement activities for 48 nurses began May 12 with the Class Banquet held at the Hotel Beaconsfield. Baccalaureate services were held May 15 at St. Mark's Church in Brookline, with Rev. Herbert J. Gezork of Andover-Newton Theological Seminary as the preacher. Reports from this service are excellent. Graduation itself was held May 17 in Jordan Hall. The speaker of the evening was Dr. Mildred MacAfee Horton, president of Wellesley College.

Deaconess Pops on May 20 will bring Deaconess alumnae, Friends of the Deaconess, and employees, as well as members of the graduating class to hear Tung Kuong Kuong, pianist. The final event of the week will be the formal dance held at the Hotel Puritan, Saturday evening, May 21. The entire hospital joins the Nursing Department in congratulating this graduating class and wishing them the best of success in their chosen work

NEDH NURSES TO ATTEND INTERNATIONAL CONFERENCE

Six lucky Deaconess nurses will be in attendance at the International Conferences of Nurses when it convenes in Stockholm, Sweden, on June 12. Miss Margaret M. Shrader, Superintendent of Nurses, Miss Florence R. Brown, Head of the Department of Surgery, and Miss Ruth E. Pendleton left May 19 for a pre-conference tour of England and Scotland. Miss Olive Nelson leaves the end of May with a niece to attend a school reunion in England and hen proceed to the Conference. Miss Barbara Cookson and Miss Carola Anderson are flying over, but will take a slow trip back. Miss Shrader, Miss Brown, and Miss Pendleton will visit Switzerland and France before heading homeward.

HOSPITAL DEPARTMENTS PERSONNEL

The Personnel Department was established five years ago to assist Dr. Cook in maintaining uniform personnel practices and employment procedures. Because of the tight labor market and high turnover, the Personnel Office has had to give a large part of its time to employment functions. However, with the assistance of a special Policy Committee, Dr. Cook made policy recommendations to the Board of Trustees which they adopted. Thus the policy booklet GLAD TO SEE YOU was published. The Personnel Department also serves as a clearing house for the hospital administration and the employees.

In starting the Personnel Office a job evaluation study was made which proved most useful in learning the content of each job. The duties were listed after talking with each individual employee. Then the jobs were compared for the purpose of classification. The by-products of the study were exceedingly valuable as they included such data as hours of employment, vacations, holidays, and time off. All this information has made

interviewing and training easier. It also gave the nucleus upon which to base our personnel records and files. As there were no records other than payroll on the hospital personnel, these were established and have since been expanded.

It was necessary to design forms as well as set up files. The Application for Employment is the key record of the Personnel Office. This gives the vital statistics needed for identification purposes, educational background, and previous employers. From this references are checked and referrals made to department heads for selection. A systematic procedure for recruiting new employees was needed, so Personnel Requisitions were given to each department head. Upon termination of employment, Separation Notices are made out by department heads, and used for references to future employers. Each employee has a folder which contains his application and any material which is collected about him while at the hospital.

In addition, for wage and salary data there is a Kardex file with a card for each employee which shows salaries, increases, deductions, and the reasons for any change. This gives at a glance the status of each employee, the number of employees in each department, and other statistical information for hospital reports. Monthly reports are made to Dr. Cook to show accessions and separations of employees, number in each department, turnover rate, and the total number of employees.

Recruiting, interviewing, and referring prospective employees is a time-consuming phase of personnel work. First, upon receipt of a Personnel Requisition, the files are checked for previous applicants and, if qualified, they are notified of an opening. Then jobs are listed with employment agencies and schools and the details of each job are given—the type of work involved, hours, time off, salary, and qualifications. Then applicants are interviewed and referrals made to department heads for second interviews after references are checked, by telephone, if possible, or by letter, if out-of-town. When the employee is finally chosen, the other applicants are notified that they have not been accepted, and the orders canceled with the agencies and schools.

Every week the new employees who have joined the staff within the past week meet to learn more about the hospital and how their own jobs fit into the operation of the hospital as a whole. They all are given induction training, which includes an orientation tour of the entire hospital and a talk by Mr. Lowry about the history, medical achievements, and future plans of the hospital. They are introduced to Dr. Cook in his office and he adds his word of welcome.

Surveys are made to determine community rates in other hospitals, hotels, restaurants, laundries, and other comparable places of business. These comparative rates help Dr. Cook, the department heads, and the Personnel Office to determine salary ranges and hourly rates in setting up pay scales and budgets. Comparative data on hours, personnel policies, and working force is also gathered in an effort to maintain fair employment practices.

Many requests come in by telephone for verification of employment, credit references, location of and delivery of messages to employees, information about jobs, and all sorts of miscellaneous information. A list of available rooms and apartments in the vicinity is kept in the Personnel Office when notified of openings. The Personnel Office is responsible for giving the employees information about Blue Cross and Blue Shield and an opportunity to sign up for this coverage. Reports of accidents are sent to the Personnel Office; these are reported to the Employers' Liability Assurance Corporation and the Industrial Accident Board. All these cases have to be followed up and reports made when an injured employee returns to

work. Material for THE PULSE is gathered in the Personnel Office and the paper prepared for publication. At the present time, applications for loans from the Alpha Credit Union are made through the Personnel Office.

Employees are welcome in the Personnel Office at any time. They come in with problems about their Federal Withholding Tax cards or Blue Cross-Blue Shield coverage. Some employees may ask to be transferred to other jobs or to have added to their applications any special training or interest which might help them to advance. A transfer list is kept so that when openings occur, old as well as new employees may be considered as job applicants. Some employees come to find out whom they should consult about certain phases of their work, misunderstandings, or salary increases. Others stop in to tell us about friends or relatives who are seeking work, while still others just stop in for a chat. The work of the Personnel Department is not only diversified because of the variety in the work, but also because of the hundreds of interesting people who come into the Personnel Office each year.

ANESTHESIOLOGISTS PRESENT RADIO PROGRAM

Dr. Leo V. Hand and Dr. Francis J. Audin, anesthesiologists on our staff, spoke on "The Medical Center of the Air" over WNAC on April 30. They discussed the beginnings of anesthesia, the responsibilities of the anesthesiologist, and some of the future trends in anesthesia.

The importance of the anesthesiologist to the surgical team is sometimes overlooked. While the surgeon concentrates on one specific area, the anesthesiologist watches the entire physiology, or life, of the patient. The primary responsibility of the anesthesiologist is the choice and administration of anesthesia; but he also makes a preoperative visit to the patient, prescribes preoperative and postoperative medications, and supervises fluid therapy.

Dr. Hand predicted that in the future television may be supplied in operating rooms in the same way that music is now available in some hospitals. "The Medical Center of the Air" program is broadcast each Saturday at 12:30 P. M. and features a discussion among doctors from Boston hospitals. Our next broadcast will be June 11.

NATIONAL HOSPITAL DAY

May 12, the anniversary of the birth of Florence Nightingale, was National Hospital Day. This year the Deaconess observed it in two ways.

Members of five church organizations which make operating room supplies for us and a church group which makes holiday tray decorations were invited to an Open House. They toured the hospital, met Dr. Cook, and had tea in the Riverway House living room. This gave the church guilds an opportunity to become better acquainted with the hospital, and the hospital a chance to thank those who work for us behind the scenes.

The Nursing School invited many high school girls, who have shown interest in the nursing profession, to see the hospital and nurses' residence and to talk with graduate and student nurses about a nursing career. Refreshments were served to them in Harris Hall.

BAZAAR TO BE HELD

June 8 will be a big occasion for the entire hospital when the nurses sponsor a Bazaar and Lawn Party from 11:00 A. M. to 8:00 P. M. on Baker lawn for the benefit of the new teaching unit. There will be food, preserves, home-made articles (including dolls with complete wardrobes) for sale; a fortune-teller, entertainment, and refreshments. Chances will be available for a Remington-Rand electric shaver and other electrical appliances. Any contributions for the sale will be most welcome—please contact Miss Elinor Keresey, Deaconess III. Come and bring your friends.

MUTUAL BENEFIT ASSOCIATION

Mutual Benefit Association payments for those who joined for a six-month period when the Association was formed were due April twentieth. Dues are 25 cents a month or $1.25 for six months.

Last winter was a particularly hard one as far as sickness among employees was concerned. The Mutual Benefit Association had to spend more money than was anticipated; but all members who have been out sick two weeks or more will receive full benefits of $10 for each week lost from work up to ten weeks. In the future, however, the Association may either have to reduce its benefits or increase its rates. The following suggestions have been made:

1. No reduction in dues to be made for those who join for a six-month period. Dues for six months to be $1.50 instead of $1.25.
2. Sickness benefits begin the third week out of work (after hospital sick leave ends) and continue for eight weeks rather than ten weeks, starting with the first week out of work.

Please let us know how you feel about these suggestions. This is your organization. We want to know what you think should be done. Put your comments in the Suggestion Box in the Cafeteria or give them to Mr. Robinson.

BOWLING

May ninth's session ended the 1948-49 bowling season, with the Pharmacy-Purchasing Team emerging as victors. For their efforts and talents they will receive two trophies—one, inscribed with the names of the members of the team, will remain in the department permanently; the other, larger, will be inscribed with the name of the winning team and will be presented each year to the winning team.

The post-season bowling party will again be held at Blinstrub's Village in South Boston on May 23. Five members from each department are eligible to attend free of charge. If members desire, they may bring a guest for the nominal fee of $4. Remembering the bang-up time we all had last year, everyone is eagerly awaiting this year's celebration.

CLOCK-WATCHING

. . . is considered poor practice in a lot of cases, but not concerning meal hours in the Cafeteria. The Cafeteria cannot serve people except during the following periods:

Breakfast—6:30-8:30 A. M.
Lunch—11:15 A. M.- 1:15 P. M.
Supper—4:15-6:15 P. M.
Refreshments—9:30-10:30 A. M.
Refreshments—3:00- 3:30 P. M.

Please do not ask that exceptions be made—be on time!

GLAD TO SEE YOU!

Our welcome to these new full-time permanent employees!

Chemistry
Lucy Camarda

Dietary
Fred Largy
Clara Levins
Josephine Sullivan
Margaret Thomas

Housekeeping
Catherine Harris
Anne MacDonald
Irene Woods

Laundry
Mary Dwyer

Nursing
Alice Freedman
Mary Patton
Elizabeth Waters

Hospital Aides:
Mary Goodridge
Beatrice Kendall
Rose LeMay
Barbara Michaud
Helen Welch

Surgery
Priscilla Ricker

X-Ray
Dr. Robert A. Grugan

SINCERE SYMPATHY

We extend our sympathy to the family of Henry Corbett, Deaconess Houseman, who passed away suddenly on April 16.

We also extend sincere sympathy to Miss Elinor Keresey, whose father died on May 8.

PATHOLOGY

Along with the advent of warm May days came the commencement of vacations. Kay Haley visited Washington, D. C., and Barbara Kincaide spent her week taking life easy.

Dr. William A. Meissner has just returned from Detroit where he gave a paper before the National Tuberculosis Association with Drs. Overholt and Wilson.

Last but foremost is Emma Corbo's recent marriage to Mr. Domenic F. Denaro. A number of us attended the wedding and reception. A future

marriage will be that of Elaine Higgins, one of the bridesmaids, who caught the bride's bouquet! Emma and Dom went to Miami Beach on their wedding trip. Emma returned to work the first of this week.

SOCIAL SERVICE AND OUT-PATIENT

Rice and white satin were the order of the day on May 7 when Miss Ida Jeanne Tobias and Mr. Henry Pollak were married at the Old South Church. Immediately following a reception at the church, they left by plane for Washington, D. C. We all wish them the very best of happiness and good luck.

A short article in the Sunday HERALD of April 10, which brought the Cancer Detection Clinic before the public eye, resulted in a flood of telephone calls which greatly surpassed the department's expectations. Many patients stated that they had long wanted to have such an examination, but it took the small extra push given by the piece in the paper to actually make them take the first step towards making an appointment.

SURGERY

Vacations have begun in our department. Marion Gibb spent some time in Des Moines, Iowa, visiting friends and having a wonderful time. Jeanne Barker, Florence Grover, and Bernice Starns have been vacationing these last few weeks, too.

Best wishes to Bette Armitage on her engagement to Carroll Poole. The wedding date has been set for June.

X-RAY

Dr. Robert A. Grugan, formerly a resident of Pennsylvania, reported April 1 for a three-year residency in Radiology under our new program. He is a graduate of Jefferson Medical College in Philadelphia, and spent from 1946 to 1949 in the U. S. Naval Reserve

We are glad to have John A. Babineau, formerly employed at Faulkner Hospital, as our new technician in Deaconess.

Emily Vacarella is receiving best wishes on her engagement to Mr. Sal Casella on Easter Sunday. No date has been set for the wedding.

YOU HAVE A DATE WITH YOUR JOB!

Have you the "Band-Box Look?" Your personal appearance and your courtesy will determine whether you are an asset or a liability to yourself and to the hospital. Your smile, your courteous manner, and your good grooming will pay you dividends. Your expression is the most important thing you wear. The way a woman looks is up to her at any age! Be ready to take in new ideas and put them to work. Let's all get out of our ruts! A "good morning" with a smile and a "thank you" with a smile will work magic—try it and see. These are a few of the thoughts we have been working on the last few weeks to make the New England Deaconess Hospital famous for the outstanding courtesy and attractive personal appearance of its personnel.

Your personality is shown, for example, on the trays you arrange for the patients. Many a patient makes a quicker recovery because of the interest shown by the women responsible for preparing trays. Congratulations to Neila Blanche for the attractive and original idea in tray arrangement. The patients who receive her trays will exclaim, "What a charming woman must have arranged my tray!" Miss Blanche proves that "to do a common thing uncommonly well means success." May I thank each of you for your cooperation Working together, there is nothing we cannot accomplish.

Grace H. Wright

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